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Public Affairs

**VISUAL INFORMATION SERVICES
REQUESTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 33-117, *Visual Information Management*, Chapter 2, and AFI 35-101, *Public Affairs Policies and Procedures* and establishes procedures, policies and guidelines for the relationship between the visual information elements of 39th Communications Squadron Support Flight and 39th Air Base Wing (ABW) Public Affairs. Submit recommended changes and questions to Incirlik ABW, 39 ABW Public Affairs Office, Unit 7090 Box 135 APO AE 09824-0135. Use AF Form 847, **Recommendation for Change of Publication**, through channels when making recommended changes.

1. Responsibilities. Public Affairs requests photo, video and graphics support to accomplish routine PA programs, special events and contingency operations. To ensure mission requirements are met, PA will maintain a close working relationship with the visual information elements of 39th Communications Squadron Support Flight.

2. Procedures. For routine requests, PA will provide as much advance notice as possible and use proper documentation.

2.1. Base newspaper photography requirements should be provided no later than the Monday prior to Friday's publication, excepting emergency requests.

2.2. PA should accomplish basic coordination with the unit or agency POC and inform the OPR that a photographer will be present.

2.3. PA will accomplish an AF Form 833, *Request for Audiovisual Services*, documenting the event, points of contact, dates, locations, desired shots and when products are required.

3. Exceptions. PA will not request VI services unless the products are for use in PA programs.

3.1. PA will not request or authorize give-away material for uses outside of AFI 35-101 guidelines.

3.2. VI personnel will refer anyone who requests services in PA's name to PA for coordination. The PA staff will evaluate such requests for applicability to PA programs.

3.3. PA will contact the NCO in charge of the Photo Element for breaking photography requirements after duty hours.

4. Point of contact. Any questions regarding visual information service requests should be directed to 39 ABW PA at 6-6060 or VI at 6-6470.

5. Forms. AF Form 833 is adopted. No forms are prescribed.

MICHAEL C. GARDINER, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 33-117, *Visual Information Management*

AFI 35-101, *Public Affairs Policies and Procedures*

Abbreviations and Acronyms

ABW—Air Base Wing

AFI—Air Force Instruction

AFMAN—Air Force Manual

GSU—Geographically Separated Unit

NCOIC—Non-commissioned officer in charge

OPR—Official Point of Reference

PA—Public Affairs

POC—Point of Contact

VI—Visual Information